DOCUMENT RESUME

ED 267 273 CE 043 918

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TITLE Occupational Competency Profile for Health Occupations Education Program: Teacher Self-Assessment. Information Series: Report No. 11.
INSTITUTION Auburn Univ., Ala. Center for Vocational and Adult Education.
SPONS AGENCY Alabama State Dept. of Education, Montgomery. Div. of Vocational Education.
PUB DATE Apr 84
NOTE 41p.; For a related document, see CE 043 916.
AVAILABLE FROM Center for Vocational and Adult Education, Auburn University, Auburn, AL 36849 ($8.00).
PUB TYPE Tests/Evaluation Instruments (160)

EDRS PRICE MF01 Plus Postage. PC Not Available from EDRS.
DESCRIPTORS *Allied Health Occupations; *Allied Health Occupations Education; Allied Health Personnel; Checklists; Community Organizations; Course Content; Educational Needs; Health Facilities; Health Personnel; Hospital Personnel; Hospitals; Job Analysis; *Job Skills; Needs Assessment; Nonprofessional Personnel; Paraprofessional Personnel; Postsecondary Education; Professional Occupations; Secondary Education; *Self Evaluation (Individuals); Teacher Effectiveness; *Vocational Education Teachers

ABSTRACT

This assessment instrument is intended to assist teachers in evaluating the relevance of the competencies included in the health occupations education curriculum they are teaching and in assessing their own continuing education needs. The profile lists the competencies required of persons working at the following sites: hospital departments (business office, blood bank, cardiopulmonary services, emergency room, medical laboratory, medical records, nursery, nursing care services, operating room, pharmacy, physical therapy, radiology, respiratory therpy, and unit coordination); other health agencies (dental office, family practitioner, mental health/mental retardation center, public health department's well-baby clinic and medic aid screening, and veterinary clinic); and community organizations (American Cancer Society, American Lung Association, American Dental Health Bureau, American Heart Association, American Lung Association, American Red Cross, Health Fair, Lions Club, and Scoliosis Research Society). The assessment instrument allows teachers to record whether they are currently teaching, competent in but not teaching, or in need of training in the competencies listed for each of the individual types of agencies listed. (MN)

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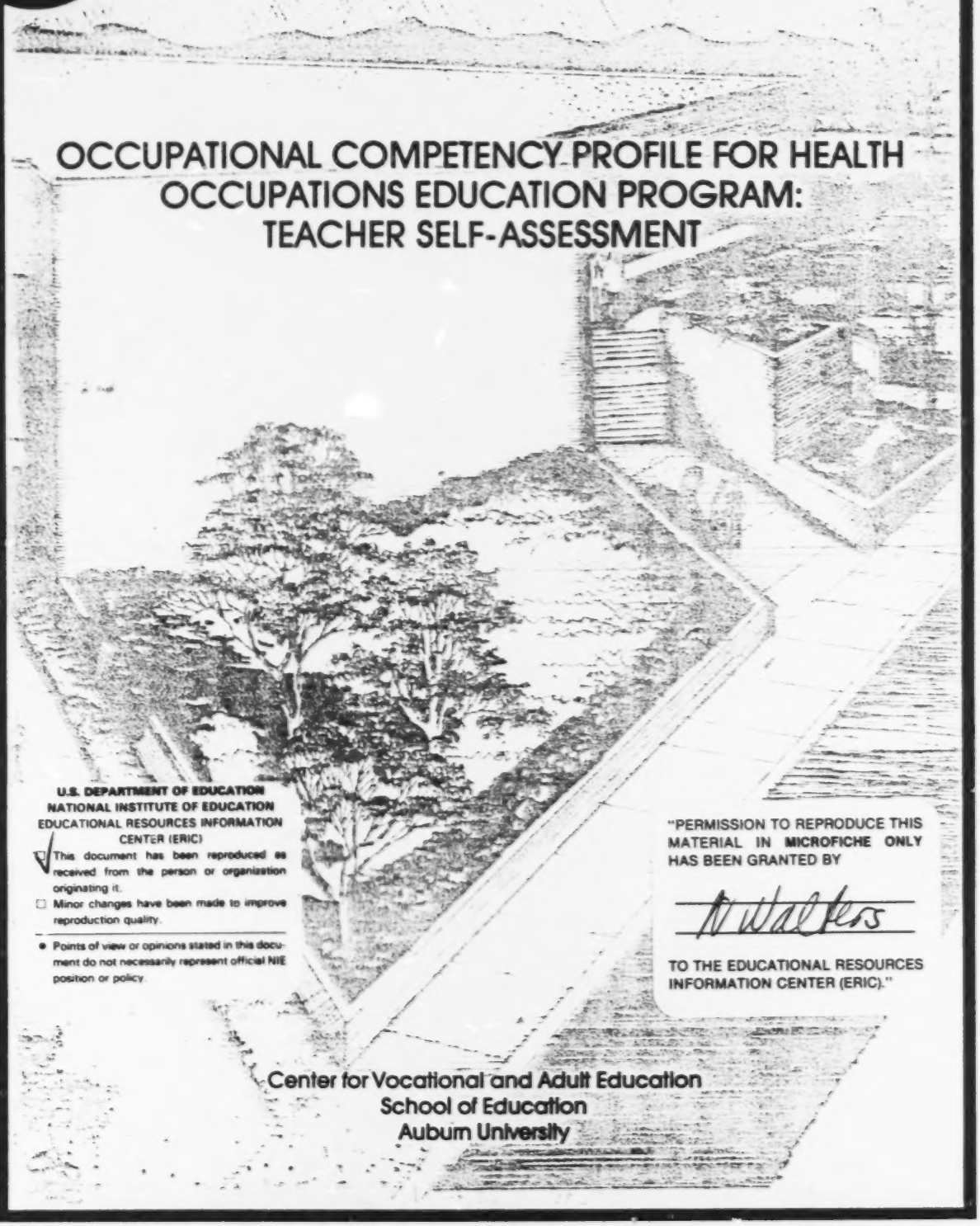
OCCUPATIONAL COMPETENCY PROFILE FOR HEALTH OCCUPATIONS EDUCATION PROGRAM: TEACHER SELF-ASSESSMENT



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Information Series: Report No. 11
April 1984

CE043918

OCCUPATIONAL COMPETENCY PROFILE FOR HEALTH OCCUPATIONS EDUCATION PROGRAM: TEACHER SELF-ASSESSMENT

Norma J. Walters, R.N., Ph.D.

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Center for Vocational and Adult Education
School of Education
Auburn University

ACKNOWLEDGMENT

Health agencies, health professionals, and health occupations teachers are to be commended for their assistance with the prior research study conducted to identify the skills listed in this document. The instrument Occupational Competency Profile for Health Occupations Education Program: Teacher Self-Assessment which was developed to assist the current health occupations teachers, prospective teachers enrolled in the baccalaureate teacher education program and the state departments of education is the result of many hours of valuable time, cooperation and effort by those who participated in the initial study. Special recognition is awarded to Anna Hathcock, R.N., BSN, Ruth Coggins, R.N., Sheila Austin, R.Ph., and Sherry Elmes, B.S., Health Occupations Education (HOE) teachers for contributing their expertise and service.

In addition, many thanks are given to Bettye Campbell and her staff for assistance with typing services. Without the contributions, expertise, and cooperation of everyone involved, it would have been difficult to identify the skills in preparation for the author to design the instrument which may be utilized in the Health Occupations Education programs.

Norma J. Walters

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PREFACE

The occupational competencies included in this document were obtained through a research study which involved teachers who were teaching in the Health Occupations Education (HOE) programs and health professionals employed in the health delivery agencies. The competencies identified are those which may be included in the HOE cluster or cooperative program where different health careers are taught in the secondary health occupations education programs to prepare the students for entry level employment as well as for an introduction to the basic specific skills which are included in various postsecondary health occupations training programs. However, it is possible that health care agencies may differ on some of the basic skills that may be performed by the students, depending on the locality of the health agency and other health care personnel available for employment and/or other students enrolled in health care training programs and utilizing the clinical facilities.

The cluster of occupational competencies has been prepared to assist the students and teachers in the health occupations education programs as well as the health care agencies where students are placed in clinical areas and for employers in the medical field. In addition, the identified competencies will provide the health occupations teacher educators and the state departments of education nationwide with information to revise and improve the curriculum utilized in training prospective teachers in theory and laboratory skills in the baccalaureate degree program as well as for updating certification requirements for health care professionals who have received training in a specific health occupation program and need other

essential training to obtain expertise necessary to teach the student the knowledge, skills, and attitudes necessary to attain the goals of the HOE cluster or cooperative education program. The occupational competency profile will provide important information and save many hours of valuable time which has been required to identify these skills in the past by each prospective teacher as well as newly employed teachers while enrolled in program planning and methods of teaching courses at the universities. In addition, an HOE program could not be planned and implemented at the secondary level or teacher education institution without the identified list of skills.

The instrument contained in this document can be used by the teacher to determine if the competencies have been included in the health occupations education program curriculum. Also, the teacher will be able to identify areas of weakness in which continuing education is needed to be qualified to teach the various skills in the cluster HOE or cooperative education program. In addition, this information will provide the teacher currently teaching or the prospective teacher the knowledge necessary to plan and implement an outstanding and up to date HOE cluster or cooperative education program.

OCCUPATIONAL COMPETENCY PROFILE FOR HEALTH
OCCUPATIONS EDUCATION PROGRAM:
TEACHER SELF-ASSESSMENT

Introduction: The Health Occupations Education (HOE) Program is designed for students who are interested in the health field. The goals are to assist the students to select a health career, prepare educationally for a postsecondary health occupation program, and to train for entry level employment by enrolling in a cluster or cooperative education program.

In order to be prepared to accomplish the goals in your program you may read the skills listed below and respond accordingly. This self-assessment will assist you to identify the skills which you are competent but do not teach, or are currently teaching, and those skills which you may need training.

Directions: Following is a list of skills which a student may perform in various health delivery agencies as identified by Health Occupations Education (HOE) teachers and professionals in health care agencies. For each skill please place a check (X) in the appropriate column to complete your self-assessment. Also, space has been provided to list other skills as appropriate.

The following key should be used for the assignment of your responses:

Competent, but do not teach	- I can perform and can teach this skill but do not teach the skill
Currently Teaching	- I am teaching this skill
Need Training	- I do not know how to perform this skill

EXAMPLE:

	Competent, but do not teach	Currently Teaching	Need Training
Give a bed bath		X	

Now, using the above headings, continue with responses.

Hospital Departments and Skills	Competent, but do not teach	Currently Teaching	Need Training
BUSINESS OFFICE			
1. Work with office personnel			
a. admit patients			
b. discharge patients			
2. File records			
3. Assemble admission packets			
4. Transport patients			
a. wheelchair			
b. wheelchair with I.V.			
c. stretcher			
5. Transfer patients			
a. hospital unit from office			
b. office from hospital unit			
c. patient room to other areas			
6. Take messages			
7. Deliver messages			
8. Use duplicating machine			
9. Use admission computer			
10. Stock supplies			
11.			
12.			
BLOOD BANK			
1. Check vital signs			

Hospital Departments and Skills	Competent, but do not teach	Currently Teaching	Need Training
a. temperature			
b. pulse			
c. respiration			
d. blood pressure			
2. Weigh patients			
3. Complete forms on patients			
4. Work with blood drive			
5. Stock supplies			
6. Deliver reports and messages to other departments			
7. Clean work stations and equipment			
8.			
9.			

CARDIO-PULMONARY SERVICES

1. Clean equipment			
2. Stock supplies			
3. Deliver equipment to and from hospital unit			
4. Dress/undress patient			
5. Make visits to patients with technician to take EKG's			
6. Take EKG's			
7. Deliver results of EKG's to appropriate departments			
8.			

Hospital Departments and Skills	Competent, but do not teach	Currently Teaching	Need Training
9.			
10.			
11.			
EMERGENCY ROOM			
1. Transport patients			
a. wheelchair			
b. wheelchair with I.V.			
c. stretcher			
d. stretcher with I.V.			
2. Answer telephone			
a. take messages			
3. Dress/undress patients			
4. Position patient as ordered			
5. Stay with nurse or physician during examination of patients			
6. Deliver files or reports to other departments			
7. Make beds			
8. Clean equipment			
9. Stock supplies			
MEDICAL LABORATORY			
1. Stock supplies			
2. Clean blood counting equipment			
3. Clean glassware			

Hospital Departments and Skills	Competent, but do not teach	Currently Teaching	Need Training
4. Perform hematology laboratory procedures			
a. make rounds with technician/ technologist to collect blood			
b. make rounds with phlebotomist technologist to collect blood			
c. capillary puncture			
d. use microhematocrit centrifuge and read results for a microhematocrit			
e. bloodsmear			
f. bloodstain			
g. type blood			
h. use microscope			
i. use hemacytometer			
j. use pipette			
k. RBC			
l. WBC			
m. count platelets			
n. make a differential WBC count			
o. Rh			
p. erythrocyte sedimentation rate			
q. coagulation time			
r. bleeding time			
s. hemoglobin			

Hospital Departments and Skills	Competent, but do not teach	Currently Teaching	Need Training
t. sickle cell blood count			
u. RA			
w. monospot			
w. record results of laboratory procedures on appropriate forms			
x. deliver laboratory reports to appropriate department			
y.			
z.			
5. Test urine			
a. collect urine specimens			
b. use Testape			
c. use Clinitest			
d. use Acetest			
e. use Chemstrips			
f. use lab sticks			
g. use Urinometer and check specific gravity			
h. record results of urine tests on laboratory forms			
i. use Centrifuge for sedimentation			
j. prepare slide to check urine			
k. pregnancy test			
6.			

Hospital Departments and Skills	Competent, but do not teach	Currently Teaching	Need Training
7.			
8.			
9.			
MEDICAL RECORDS			
1. File records			
2. File record cards			
3. Clean equipment			
4. Use zerox machine			
5. Use records computer			
6. Take inventory			
7. Stock supplies			
8. Take reports or messages to other departments			
9. Answer telephone			
a. take messages			
b. give messages			
10. Retrieve records			
NURSERY			
1. Work with infants			
a. weight			
b. measure length			
c. measure head and chest circumference			
d. give bottle			

Hospital Departments and Skills	Competent, but do not teach	Currently Teaching	Need Training
e. burp after giving bottle			
f. dress/undress			
g. bathe			
h. take rectal temperature			
i. take axillary temperature, if necessary			
j. cord care			
k. circumcision care			
l. bathe or sponge to lower temperature as ordered			
m. change diapers			
n. care for infant in Isolette			
o. stock supplies			
p. clean equipment			
NURSING CARE SERVICES			
1. Clean a patient's unit			
2. Make beds			
a. closed bed			
b. occupied bed			
c. pre-operative bed			
d. post-operative bed			
3. Give, remove, and clean bedpan			
4. Give, remove and clean urinal			
5. Give p.m. care			

Hospital Departments and Skills	Competent, but do not teach	Currently Teaching	Need Training
6. Give a.m. care			
7. Prepare patient for meals			
8. Carry food trays			
9. Prepare hot or cold beverages			
10. Feed a patient			
11. Serve between meal nourishment as directed			
12. Measure intake, record and report			
13. Give oral hygiene			
a. conscious patient			
b. unconscious patient			
c. patient with dentures			
14. Adjust a patient's bed as directed			
15. Give nail care to patient (except diabetic)			
16. Give back rub			
17. Give bed bath			
a. partial			
b. complete			
18. Give skin care			
a. partial			
b. complete			
19. Give total tub bath			
a. partial			

Hospital Departments and Skills	Competent, but do not teach	Currently Teaching	Need Training
b. complete			
20. Shampoo hair			
21. Weigh and measure height			
22. Transport a patient			
a. wheelchair			
b. wheelchair with I.V.			
c. stretcher			
d. stretcher with I.V.			
23. Set up equipment for treatments or examinations as directed			
24. Position a patient as directed			
a. dorsal recumbent			
b. lithotomy			
c. trendelenburg			
d. prone			
e. supine			
f. semi-fowler			
g. fowler			
h. knee chest			
i. orthopnic			
j. lateral			
k. sims			
25. Assist with physicals, as directed			

Hospital Departments and Skills	Competent, but do not teach	Currently Teaching	Need Training
26. Collect specimens as directed			
a. routine urine			
b. clean-catch urine			
c. 24-hour urine			
d. feces			
e. sputum			
27. Take Vital Signs			
a. oral temperature			
b. axillary temperature			
c. rectal temperature			
d. respirations			
e. radial pulse			
f. apical pulse			
g. apical-radial pulse			
h. blood pressure			
28. Clean thermometer			
29. Admit patient			
30. Discharge patient			
31. Apply heat or cold			
a. hot water bottle			
b. ice bag or cap			
32. Apply supportive devices			
a. footboard			

Hospital Departments and Skills	Competent, but do not teach	Currently Teaching	Need Training
b. cradle			
c. back board under mattress			
33. Give enemas as directed and report results to registered nurse			
a. cleansing			
b. retention			
c.			
d.			
34. Give perineal care (same sex)			
35. Change peri-pads as necessary			
36. Prepare patient and assist with physical examination			
a. undress			
b. gown			
c. drape			
37. Apply bandages/packs/soaks			
a. Ace bandages			
b. moist packs			
c. hot compresses and K-pads			
d. heating pad			
e. arm slings			
f. arm boards			
g. cravat			
h. heat lamp			
i. heat cradle			

Hospital Departments and Skills	Competent, but do not teach	Currently Teaching	Need Training
j. fingertip			
k. closed spiral			
l. triangular			
m. splints			
38. Ambulate patient			
a. crutch			
b. cane			
c. walker			
d. without crutch, cane, or walker			
39. Give range of motion exercise			
a. active			
b. passive			
40. Move and turn patients			
41. Administer basic first aid			
42. Administer cardio-pulmonary resuscitation (CPR)			
43. Give postmortem care according to policy			
44. Fill ice caps and apply as ordered			
45. Fill croupettes with ice as ordered			
46. Bathe or sponge patient to lower body temperature as directed			
47. Perform laboratory test on diabetic or other patients as directed			

Hospital Departments and Skills	Competent, but do not teach	Currently Teaching	Need Training
a. Clinitest			
b. Acetest			
c. Chemstrip			
d. Labstick			
48. Clean and maintain nursing equipment			
a. stretchers			
b. I.V. poles			
c. carts			
d. walkers			
e. bedside commodes			
f. stethoscopes			
g. I.V.A.C.'s			
h. bedpans			
i. emesis basins			
j. bedside tables			
k.			
l.			
m.			
n.			
o.			
p.			
49. Obtain, clean, and return nursing equipment and supplies provided by the central supply department			

Hospital Departments and Skills	Competent, but do not teach	Currently Teaching	Need Training
50. Keep patient unit neat and arranged for comfort and convenience			
51. Fill water pitchers with ice and water and keep clean			
52. Clean oxygen equipment and follow oxygen precautions and safety measures			
53. Empty as directed			
a. suction bottles			
b. urine bags			
c. measure output, record, and report			
54. Perform isolation techniques			
a. hand washing technique			
b. gown			
c. cap			
d. mask			
e. shoe covers			
f. dispose of contaminated materials/supplies			
55. Shave a patient			
a. face			
b. legs			
c. surgical preparation			
d. obstetrical patient for delivery			

Hospital Departments and Skills	Competent, but do not teach	Currently Teaching	Need Training
56. Keep utility room, work areas, kitchen, and treatment rooms clean and orderly			
57. Answer patient unit signals			
58. Run errands to other departments and nursing units			
59. Perform other duties as assigned			
60.			
61.			
62.			
63.			

OPERATING ROOM

1. Clean instruments			
2. Stock supplies			
3. Transport patients by stretcher			
4. Deliver patient records			
5. Stay in operating room during surgery			
6.			
7.			

PHARMACY

1. Take inventory			
2. Deliver products to hospital units			
3. Stock products/supplies in:			

Hospital Departments and Skills	Competent, but do not teach	Currently Teaching	Need Training
a. pharmacy			
b. hospital units			
4. Package products			
5. Work in clerical area			
a. answer telephone and take messages (no prescriptions)			
b. record patient profile			
c. complete insurance form			
d. compile annual drug list			
6. Clean equipment			
7.			
8.			
9.			

PHYSICAL THERAPY

1. Prepare treatment rooms			
2. Transport patient			
a. wheelchair			
b. wheelchair with I.V.			
c. stretcher			
3. Ambulate patients			
a. crutch			
b. cane			
c. walker			

Hospital Departments and Skills	Competent, but do not teach	Currently Teaching	Need Training
d. without crutch, cane, or walker			
4. Apply packs			
a. heat			
b. cold			
5. Conduct range of motion exercises			
a. active			
b. passive			
6. Instruct patient in feeding techniques			
7. Clean whirlpool baths			
8. Stock linens/supplies			
9. Make rounds with physical therapist			
10. Dress/undress patient			
11. Teach patient to dress/undress self			
12.			
13.			

RADIOLOGY

1. Transport patients			
a. wheelchair			
b. wheelchair with I.V.			
c. stretcher			
d. stretcher with I.V.			

Hospital Departments and Skills	Competent, but do not teach	Currently Teaching	Need Training
2. Dress/undress patients			
3. Position patients			
4. Work in developing room			
5. Work in clerical area			
a. file reports			
b. answer telephone and take messages			
c. schedule patients for treatment			
6. Stock supplies			
7. Stay in X-ray behind screen during procedure			
8. Deliver reports to various services			
9.			
10.			
11.			
RESPIRATORY THERAPY			
1. Transport patients			
a. wheelchair			
b. wheelchair with I.V.			
c. stretcher			
2. Take vital signs			
3. Dress/undress patient			
4. Transport equipment			

Hospital Departments and Skills	Competent, but do not teach	Currently Teaching	Need Training
5. Make visits to various patients with Respiratory Therapist			
6. Clean equipment			
7. Answer telephone			
a. take messages			
8. Take reports or messages to other departments			
9.			
10.			
UNIT COORDINATOR (WARD CLERK)			
1. Answer telephone			
a. take messages			
b. give messages			
2. File laboratory reports			
3. Chart vital signs			
a. temperature			
b. pulse			
c. respiration			
d. blood pressure			
4. Prepare new charts			
5. Direct visitors			
6. Order food trays			
7. Copy medication sheets			
8. Request paper supplies			

Hospital Departments and Skills	Competent, but do not teach	Currently Teaching	Need Training
9. Copy doctor's orders on Kardex			
10. Complete laboratory request forms			
11. Transfer patient information to computer			
12.			
13.			

OTHER HEALTH AGENCIES

Other Health Agencies and Skills	Competent, but do not teach	Currently Teaching	Need Training
DENTAL OFFICE			
1. Answer telephone			
2. Schedule appointments			
3. Retrieve records			
4. File records			
5. Receive patient			
6. Seat patient			
7. Adjust chair			
8. Check lighting			
9. Check ventilation			
10. Place dental napkin around patient's neck with chain			
11. Place basic instruments on bracket table for dental check			
12. Chart dental record as teeth examined by dentist			
13. Set up basic operative tray			
14. Pass and receive instruments			
15. Mix materials for filling			
16. Order supplies			
17. Instruct patient in proper brushing technique			
18. Clean and sterilize instruments			
19.			

Other Health Agencies and Skills	Competent, but do not teach	Currently Teaching	Need Training
20.			
21.			
FAMILY PRACTITIONER			
1. Receive patients			
2. Weigh children and adults			
3. Weigh infants			
4. Measure height of children and adults			
5. Measure length of infant			
6. Measure head and chest circumference			
7. Take patient to examination room			
8. Take vital signs			
a. temperature			
b. pulse			
c. respiration			
d. blood pressure			
9. Assist with physical			
a. drape			
b. position			
10. Collect clean catch urine specimen			
11. Test urine			
a. collect urine specimens			
b. use Testape			

Other Health Agencies and Skills	Competent, but do not teach	Currently Teaching	Need Training
c. use Clinitest			
d. use Acetest			
e. use lab stick			
f. use Urinometer and check specific gravity			
g. record results of urine test on laboratory form or chart			
h. use Centrifuge for sedimentation			
i. prepare slide to check urine under microscope			
12. Perform hematology procedures			
a. capillary puncture for hematocrit and collect blood			
b. operate micro-hematocrit centrifuge			
c. read hematocrit			
d. WBC			
e. RBC			
f. blood smear			
g. blood stain			
h. differential WBC			
i. record results of laboratory tests on form			
j.			
k.			

Other Health Agencies and Skills	Competent, but do not teach	Currently Teaching	Need Training
13. Perform office procedures			
a. answer phone			
b. schedule appointments			
c. retrieve patients file or chart			
d. file patient charts			
e. collect payment			
14. Perform visual screening			
a. visual acuity			
b. astigmatism			
c. color blindness			
d. near vision (Jaegar Test)			
e.			
15. Perform emergency procedures			
a. first aid			
b. CPR			
c. shave patient for emergency surgical procedure			
d. set up suture tray			
e. apply bandages (fingertip, closed/open spiral, arm sling, cravat, triangular)			
f. apply splint (upper/forearm, leg)			
16. Clean and sterilize equipment and supplies			

Other Health Agencies and Skills	Competent, but do not teach	Currently Teaching	Need Training
17. Prepare equipment and supplies to sterilize			
18. Operate autoclave			
19. Take inventory of supplies			
20. Stock supplies			
21. Transport patient			
a. wheelchair			
b. wheelchair with I.V.			
c. stretcher			
d. stretcher with I.V.			
22. Take EKG			
23.			
24.			

MENTAL HEALTH/MENTAL RETARDATION CENTER

1. Conduct drug awareness programs			
a. elementary school			
b. junior high/middle school			
c. high school			
d. community			
2.			
3.			
4.			

Other Health Agencies and Skills	Competent, but do not teach	Currently Teaching	Need Training
PUBLIC HEALTH DEPARTMENT			
WELL-BABY CLINIC			
1. Undress/dress infant			
2. Weigh			
3. Measure length			
4. Measure head and chest circumference			
5. Check temperature			
a. rectal			
b. oral (child)			
c. axillary			
6. Hold infant for exam			
7. Stock supplies			
8.			
9.			
10.			
MEDIC AID SCREENING			
1. Conduct visual screening			
a. visual acuity			
b. color vision			
c. astigmatism			
d. near visions (Jaegar Test)			
2. Weigh patient			
3. Measure height			

Other Health Agencies and Skills	Competent, but do not teach	Currently Teaching	Need Training
4. Take vital signs			
a. temperature			
b. pulse			
c. respiration			
d. blood pressure			
5. Conduct hearing tests			
a. use audiometer			
b.			
c.			
6. Complete forms			
7. Stock supplies			
8.			
9.			

VETERINARY CLINIC

1. Answer telephone			
2. Schedule appointments			
3. Retrieve records			
4. File records			
5. Receive patients			
6. Weigh animals			
7. Take rectal temperature			
8. Work in laboratory			
a. perform RBC			

Other Health Agencies and Skills	Competent, but do not teach	Currently Teaching	Need Training
b. perform WBC			
c. perform hematocrit			
d.			
e.			
f.			
9. Hold animals for treatment			
10. Clean and sterilize instruments			
11. Place animals in cages			
12. Feed animals			
13. Clean cages			
14. Bathe animals			
15. Stock supplies			
16.			
17.			
18.			

COMMUNITY ORGANIZATIONS AND SKILLS

Community Organizations and Skills	Competent, but do not teach	Currently Teaching	Need Training
AMERICAN CANCER SOCIETY			
1. Conduct educational programs			
a. plan for event			
b. teach hazards of smoking			
c. teach self-breast examination			
d. handout educational materials			
2.			
3.			
AMERICAN DENTAL ASSOCIATION			
1. Conduct dental health educational programs in:			
a. kindergartens			
b. elementary schools			
c. junior/middle schools			
d. high schools			
e. nursing homes			
f. retirement homes			
g.			
h.			
2.			
AMERICAN/STATE DENTAL HEALTH BUREAU			
1. Conduct Sodium Floride Mouth Rinse Program			

Community Organizations and Skills	Competent, but do not teach	Currently Teaching	Need Training
2. Conduct dental health educational programs			
3. Teach dental health educational programs as above			
AMERICAN HEART ASSOCIATION			
1. Conduct blood pressure screenings			
a. plan for event			
b. check blood pressure			
c. weigh and measure			
d. complete referral forms			
e. explain blood pressure results to patients			
f.			
2. Teach CPR			
3. Work during heart month			
a. collect for heart fund			
b. complete records and return			
4.			
AMERICAN LUNG ASSOCIATION			
1. Take history of patient			
2. Assist with vital capacities			
3. Take vital signs			
4. Handout educational materials			
5.			
6.			

Community Organizations and Skills	Competent, but do not teach	Currently Teaching	Need Training
AMERICAN RED CROSS			
1. Conduct blood drives			
a. plan for event			
b. perform hematocrit			
c. check vital signs			
d. record results of blood test and vital signs			
2. Teach first aid			
3. Teach CPR			
4.			
5.			
6.			
HEALTH FAIR			
1. Plan event			
2. Conduct visual screenings			
3. Perform hematocrits			
4. Weigh patients			
5. Measure height			
6. Take vital signs			
7. Complete forms			
8.			
9.			
10.			

Community Organizations and Skills	Competent, but do not teach	Currently Teaching	Need Training
LIONS CLUB/PHYSICIANS			
1. Conduct visual screenings			
a. plan for event			
b. obtain history of patient			
c. test visual acuity			
d. test astigmatism			
e. test color blindness			
f. test near vision (Jaegar)			
g. record results of tests			
h.			
i.			
2. Use Glucometer to test for diabetes			
3.			
4.			
5.			
6.			
SCOLIOSIS RESEARCH SOCIETY			
1. Conduct Scoliosis Screenings			
2. Conduct educational program on Scoliosis			
a. show film			
b. explain procedure			
c. handout educational materials			
3. Refer patient if appropriate			

Community Organizations and Skills	Competent, but do not teach	Currently Teaching	Need Training
4. Complete forms on patient			
5.			
6.			